



WISCONSIN DEPARTMENT OF Public Instruction

Guide for the Bilingual-Bicultural End-of-Year Report

The purpose of this report is to collect data on how the Bilingual-Bicultural state categorical aids were spent by districts eligible to receive such funding. Only eligible English learners (ELs) and the staff/staff time serving them should be included in this report.

HELP section

- Please note: for each screen, there is a HELP section that might contain the information you seek.

Contact Information

- Please feel free to include other contacts; it can be helpful to have a secondary contact when the main contact person is not available, or if more than one person works on the application.

Student Count

- Please indicate the location, language, program types and final EL student counts in per grade level in the bilingual program in this section.
- Enter the number of Reclassified as English Proficient counts for each grade level.
- If you have questions about eligibility, please refer to, "Who Is Eligible" found at: <http://dpi.wi.gov/english-learners/bilingual-bicultural>

Staff Count

- If the Plan of Services for the same school year is submitted, it should be possible to import the staff data from that report on this page.

Bilingual Paraprofessionals

- A bilingual para must be included as a part of the bilingual-bicultural program in every school for every language population (other than Spanish speakers) included in the plan.
- In a few instances, the bilingual para position will be a district-wide position. If this is true for your district, please include the names of the schools the bilingual aide serves in the district-wide description.
- For the most part, district-wide positions are for bilingual aides who work on district-wide tasks such as translation of documents or interpretation for parents.

- Bilingual paras must be fluent in English and the target language of the students. For all languages except Spanish, when the EL teacher is a native speaker of that language, the requirement for a bilingual para may be waived.

Bilingual Teachers

- Bilingual teachers must hold a current bilingual license to be included as a bilingual teacher.

For programs serving Spanish speakers, there is no exemption: students **must** be served by a bilingual teacher.

Supervisors/Administrators

- Do not include the names/FTEs/or any portion of the salary/fringes for supervisors/administrators who are in positions normally provided by the district (e.g., principal, director of instruction, director of pupil services, assistant superintendent). Only those staff who serve in a supervisory role and who have an educational background in bilingual/EL education (preferably with a current bilingual or ESL license) will be considered.

Staff Comment Summary

- This does not need to be completed. It will collect comments that have been written by whomever is completing the report.

Whom to Contact

- If you have questions or are experiencing problems related to this application, contact Melissa Vásquez at 608-264-9545 or melissa.vasquez@dpi.wi.gov